



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Supervising Sanitary Engineer

Final File Date: April 2, 2013

Bulletin Release Date: MARCH 11, 2013

OPEN ONLY

HY50 -3821 3H113



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
WHO SHOULD APPLY	Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination which is competitive.
HOW TO APPLY	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://jobs.ca.gov/pdf/std678.pdf. Applications may be filed in person or by mail with:</p> <div> <div> Mailing Address: California Department of Public Health Selection & Certification Unit MS 1700-1702 P.O. Box 997378 Sacramento, CA 95899-7378 </div> <div> File in Person Address: California Department of Public Health Selection & Certification Unit 1501 Capitol Avenue, Suite 71.1501 Sacramento, CA 95814 Telephone: (916) 319-9759 </div> </div> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.</i></p>
FINAL FILING DATE	Applications (Form STD. 678) and responses to the supplemental items must be submitted by April 2, 2013 , the final filing date. Applications and/or supplemental responses postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
SALARY RANGE(S)	\$8097 - \$9842 per month.
EMPLOYEE BENEFITS	<p>In addition to the listed salary above, the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> Health, Dental, and Vision Cash Benefit Programs Disability Insurance Work, Home, and Family Beneficiary and Survivor Benefits Awards Retirement and Separation Benefits Flexible Schedules Public Transit Reimbursement (limits apply) <p>A complete list of all benefits may be viewed at http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx</p>
POSITION DESCRIPTION	<p>The Supervising Sanitary Engineer is either (1) a supervisor of a region comprising several districts of the State, or (2) a supervisor of a major statewide sanitary engineering technical or regulatory program.</p> <p>Positions exist with the California Department of Public Health Statewide in the following counties: Shasta, Sonoma, Contra Costa, Sacramento, Monterey, San Joaquin, Fresno, Kern, San Bernardino, San Diego, Los Angeles, Orange, and Santa Barbara.</p>

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by April 2, 2013, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected. A copy of your official degree and transcripts may assist in the evaluation of your qualifications as it relates to meeting the education requirements for this examination.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.</p> <p>Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers. (Applicants who are not registered professional engineers will be admitted to the examination but they must secure the certificate of registration before they will be considered for appointment.) and</p> <p>Either I Two years of experience performing the duties of a Senior Sanitary Engineer in the California state service.</p> <p>Or II Experience: Five years of increasingly responsible sanitary or public health engineering experience, two years of which must have been in a public health agency in a position comparable in type and level to that of a Senior Sanitary Engineer in the California state service. (Possession of a Doctoral Degree in Environmental, Sanitary, or Chemical Engineering may be substituted for two years of the required general experience; possession of a Master's Degree in Environmental, Sanitary, or Chemical Engineering may be substituted for one year of the required general experience.) and</p> <p>Education: Equivalent to graduation from college with major work in sanitary, chemical, or environmental engineering; or civil engineering with an option in sanitary, environmental or water resources engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
GENERAL QUALIFICATIONS	<p>In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Supplemental Application that is weighted 100%. Applicants are required to respond to seven supplemental items, which you will find via a link on the third page of this bulletin. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Supervising Sanitary Engineer level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be give to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
EXAMINATION SCOPE	<p>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Sanitary and public health engineering principles and practices. 2. Water supply, sewage treatment and disposal processes. 3. Problems of the disposal of industrial wastes. 4. Sanitary engineering design and construction. 5. State laws pertaining to public health engineering in California. 6. Public health principles, practices, and administrative procedures.

	<p>7. Principles and techniques of personnel management and supervision.</p> <p>8. A manager's/supervisor's role in the Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives.</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Interpret the State laws pertaining to public health engineering in California. 2. Review, check, and interpret major sanitary engineering plans, estimates, and specifications. 3. Plan and direct the work of others. 4. Establish and maintain cooperative relationships with those contacted in the course of work. 5. Communicate effectively. 6. Make presentations (Departmental representative) at public meetings. 7. Analyze situations accurately and adopt an effective course of action. 8. Effectively carry out the manager's/supervisor's role in personnel management and supervision. 9. Effectively carry out the manager's/supervisor's role in EEO policies.
SUPPLEMENTAL APPLICATION INSTRUCTIONS	<p>Each applicant for this examination must complete and submit his/her responses to all seven supplemental items. Supplemental responses and your application must be postmarked or personally delivered by April 2, 2013, the final filing date. Applications received without responses to the supplemental items <u>will be rejected</u>.</p> <p>INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:</p> <ul style="list-style-type: none"> • Your responses must be typewritten or generated by word processing on 8½" X 11" paper. • Responses must be typed in 12 pt., Arial font. • Your responses must be limited to two pages per item. • Identify each page with your full name. • Make sure your responses are complete, specific, clear, and concise. • Answer each numbered item separately indicating the corresponding item number for each response. (You may include multiple responses on a single page.) • Include place of employment, pertinent dates, duties performed, etc., when responding to items. • In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely. <p>NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.</p>
SUPPLEMENTAL ITEMS	Click here for the Supplemental Application
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>